

CONFIDENTIAL

9 April 1958

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Management Survey of Cable Section, Special Control Branch,  
Document Division.

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1. In our discussion of 3 April with [ ] of the Cable Section and other Document Division personnel we reviewed [ ] views on the present staffing level in the Cable Section from the following points of view: 25X1
- a. Peak receipts during March exceeded staff capabilities.
  - b. Normal absences due to leave and training are not effectively covered by substitute arrangements.
  - c. Services and processing operations required of the staff are growing progressively more complicated and there are no obvious cases of marginal nature which might be eliminated.
  - d. Grade classifications of some Cable Section positions should be raised.
2. To assure ourselves that satisfactory conditions exist in the above respects, we propose that the Management Staff survey the Cable Section operation. Among the questions on which we wish to have their observations and judgment are the following:
- a. Are work procedures satisfactory?
  - b. Are Cable Section operations performed in a manner consistent with the best cable control practices in other Agencies and elsewhere in CIA?
  - c. Are there changes in physical arrangement and equipment which could be introduced to benefit the staff?
  - d. Are there categories of cable traffic which might be processed in some alternative manner which would reduce staff workload?
  - e. Are there Cable Section activities concerning which Document Division or the Office of Central Reference should introduce new policy?

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[ ]  
Chief, Document Division

cc: 25X1  
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